

Capital Area School for the Arts Charter School
Board of Trustees Meeting
May 14, 2018

Minutes

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on Monday, May 14, 2018 at 6:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board Members in Attendance: Frank Fleishman, Sean Galloway, Christopher Healy, David Herman, Connie Kindler, Dawn Mull, Elizabeth Mullaugh, Christy Pavlakovich, Fina Salvo, Audrey Sanders, David Skerpon, and Glenn Zehner

Board Members not in Attendance: N/A

Others/Public in Attendance: Timothy Wendling and Sue Hill

1. Call to Order – Ms. Mullaugh called the meeting to order at 6:30 p.m.
2. Roll Call/Additions to the Agenda/Announcements/Administrative – N/A
3. Public Comment on Agenda Items – N/A
4. Approval of Minutes - Regular Board Meeting Minutes for April 16, 2018

A motion was made by David Herman and seconded by Audrey Sanders to approve the board meeting minutes of April 16, 2018. Motion passed with all members present voting in the affirmative unless otherwise noted.

5. Principal/CEO Report
 - 5.1. Enrollment – Tim Wendling stated current enrollment is 196.
 - 5.2. Approval Items
 - 5.2.1. Permission to Enroll - Mr. Wendling requested approval for Permission to Enroll in Reimbursable Credit Courses from Mick Corman. The request is for 3 credits at Penn State Harrisburg from June through August, 2018.

A motion was made by David Herman and seconded by David Skerpon to approve the Permission to Enroll request from Mick Corman. Motion passed with all members present voting in the affirmative unless otherwise noted.
 - 5.2.2. Musical – Mr. Wendling requested board approval to advertise for a musical director. We are losing money each year on the musical and would like to explore other options that may be available.
 - 5.2.3. Nursing Services – Mr. Wendling also asked for board approval to advertise for a part-time school nurse. We currently pay a temporary service for providing a nurse and also pay the CAIU for a nurse supervisor. If we can find a registered school

nurse, it may prove to be more cost-effective. He stated he would like to see if there is any interest in the market for this position.

A motion was made by David Skerpon and seconded by Connie Kindler to approve advertising for a musical director and part-time school nurse. All members present voting in the affirmative unless otherwise noted.

6. Board President Report

- 6.1. Charter Renewal Process – Ms. Mullaugh stated that she and Mr. Wendling attended the Harrisburg School District’s board meeting on April 16, 2018 and the charter renewal was approved. We are currently waiting for the signed charter to be sent back to us. There are a few miscellaneous and minor requests that we need to get to the school district by the end of August. We are currently working on the requests and should have them by the end of June.
- 6.2. Invitation - Tuesday, May 29, 2018 - Ms. Mullaugh extended an invitation to the CRAE Board, CASA Board, and CASA Faculty and Staff to her home on May 29, 2018 from 4:00-6:00 p.m. to celebrate our 5th terrific year at CASA.

7. Treasurer's Report

- 7.1. Financial Statements – Dawn Mull distributed copies and reviewed the financial statements with the board.
- 7.2. Line of Credit Update – Mrs. Mull stated we still have a payment on our line of credit and will hold off until June to make the final payment.

8. Other Fiscal Matters

- 8.1. 2018-2019 Special Education Service Contract with the Capital Area Intermediate Unit (CAIU).

A motion was made by Audrey Sanders and seconded by David Skerpon to approve the 2018-2019 Special Education Service Contract with CAIU. All members present voting in the affirmative unless otherwise noted.

- 8.2. Reimbursement for Independent Psychological Evaluation – Mr. Wendling explained to the board that we had a parent that has received an independent psychological evaluation of their child. By law, parents are entitled to have their student privately evaluated every three years and be reimbursed. The evaluation has been approved by the CAIU and IEP team. The cost being reimbursed to the parent is \$742.00.

A motion was made by Glenn Zehner and seconded by Christine Pavlakovich to approve the reimbursement of \$742.00 to the above-mentioned parent. All members present voting in the affirmative unless otherwise noted.

- 9. Budget Administration – Ms. Mullaugh stated that the finance committee is meeting with our insurance broker in July to review our benefits package. We want to ensure, just as we keep our salaries competitive, we keep our benefits competitive. We will give clearer instruction to our

broker as to what we are looking for so we get a larger pool of choices to choose from. Discussion was held and all were in agreement with moving ahead with reviewing our benefits package.

- 9.1. Tentative Budget Presentation 2018-2019 – Sean Galloway and Dawn Mull presented the tentative budget presentation to the board. They noted several increases due to salaries. PSERS contributions also went up. Receipts for other districts are higher than they were in 2018 due to rate changes.

We are looking at offering free lunches all around and hoping to eliminate the lunch debt. We would like to pass the tentative budget, have it available for public comment for 30 days; then take it to the board for final approval in June.

A motion was made by Sean Galloway and seconded by Audrey Sanders to approve the tentative budget for 2018-2019. All members present voting in the affirmative unless otherwise noted.

10. Personnel Matters

- 10.1. Visual Arts Teacher – We went through two rounds of interviews. We are excited to bring Monique Johnson’s name to the board for approval.

A motion was made by Glenn Zehner and seconded by Fina Salvo to appoint Monique Johnson as the Visual Art Teacher at a salary of \$46,763(Masters, Step 1) for the 2018-2019 school year. All members present voting in the affirmative unless otherwise noted.

- 10.2. Personnel Report – Mr. Wendling distributed the personnel report with the proposed staff for the 2018-2019 school year.

11. Committee Reports

- 11.1. Nominating Committee – David Skerpon stated he will bring in two candidates to the meeting next month. One is in the education field and one in human resources. He will forward information.

12. Policies, Programs and Governing Documents – N/A

13. Information Items

- 13.1. CRAE Update – N/A

- 13.1.1. Grants – N/A

- 13.1.2. Annual and Family Appeal – N/A

- 13.1.3. EITC – David Skerpon stated we are applying a month earlier than last year.

- 13.1.4. CASALive! 2018 – Audrey Sanders stated we are 10 days away. Tracey Salinger from the CRAE Board is chairing the event. We have 5-6 silent auction items. The auction is smaller this year, but the items are very substantial.

- 13.1.5. 9/20/2018 Celebration Soiree - We have raised \$200,000 so far our goal is \$500,000. The committees have been meeting and things are rolling along smoothly. It is expected to be a great event.
- 14. Public Comment on Non-Agenda Items – N/A
- 15. Next Board Meeting Date - The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday, June 18, 2018 beginning at 6:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.
- 16. Adjourn Meeting – The meeting adjourned at 7:15 p.m.

The schedule of regular meetings of the CASA Charter School Board of Trustees for the 2017-18 fiscal year is as follows.

<u>Day/Date</u>	<u>Start Time</u>	<u>Meeting Location</u>
Monday, June 18, 2018	6:30 p.m.	CASA Charter School